

## Loan Paper Title Setup

The Loan Paper Title Setup is used to define the twenty (20) credit union defined fields that can be used in loan paper. The Field Numbers are 203 - 222. These fields might be used when a field(s) is needed on a loan document that is not found in the pre-defined data fields.

This selection will only display for credit unions that use the Loan Paper optional software package.

Field Number	Field Title
203	Special field 1
204	Special field 2
205	Special field 3
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**Figure 1**

To enter a title for a specific field, use the arrow keys to highlight the area next to the field or click on the area. Enter the desired wording then select Save to save the changes.

The new field(s) can now be used in the [\[Main Ribbon > System Settings > Pages\]](#) selection for individual loan documents.

When field numbers 203 - 222 are used in designing a loan paper form, the system will print what is entered on the corresponding field on the Other tab in the Add Loan Wizard in Loan Paper.

In the example above, fields 203 - 205 are defined for the specific uses indicated.

When filling in the fields in Loan Documents, the loan personnel can enter the information that will be printed on the loan documents that are unique to their loan document(s). Example below.

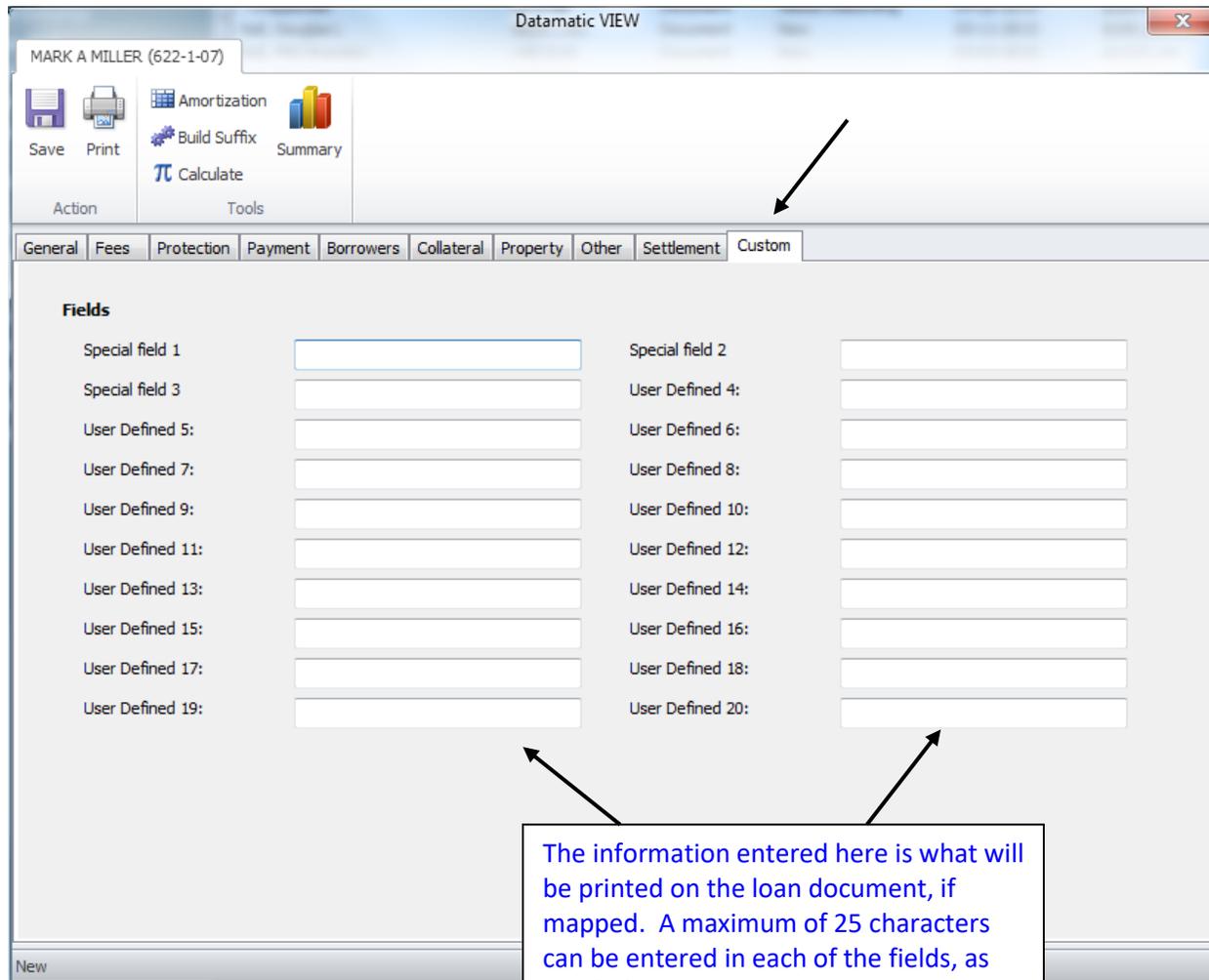


Figure 2

The titles entered on the Loan Paper Title Setup window will display on the **“Custom”** tab in Loan Paper. If changes are made to any of the titles on the Loan Paper Title Setup window after logging into VIEW, it will be necessary to logout of VIEW and log back in to see the changes on the **“Custom”** tab in Loan Paper. (See picture above.)

Fill in the fields that pertain to the loan papers being prepared.

Based on the Starting Position and the Line Number for the User Defined Fields, this will determine where the information entered for “Value” will print on the Loan Documents.